

Faculty Internship Program



Equal Employment Opportunity Statement

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An Introduction to the U.S. Department of Agriculture, Foreign Agricultural Service, Faculty Internship Program

The FAS Mission

The Foreign Agricultural Service (FAS) of the U.S. Department of Agriculture (USDA) represents the diverse interests of U.S. agriculture abroad. FAS operates programs designed to build new markets and improve the competitive position of U.S. agriculture in the global marketplace, and to improve food security worldwide.

FAS Activities

- Market Development
 - Market Intelligence
 - Export Financing
 - Market Access and Trade Policy
 - Food Assistance and Technical Assistance
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The Objective of the Faculty Internship Program

To increase the flow of information and outreach to higher-education institutions who prepare future potential employees for international agricultural related activities and industries. To provide an international agricultural experience to faculty that will assist them in providing guidance to students.

The Faculty Internship Program

You are eligible to apply if you are:

- A U.S. citizen;
- Faculty of a Land Grant College or University
- Provide instruction to the students in the following areas:
 - Agri-business
 - Business
 - Economics
 - Intern

In accordance with the Federal Equal Opportunity Recruitment Program, the Department encourages women, minorities and persons with disabilities with an interest in international agriculture affairs to apply for these opportunities.

Length of Internships

Faculty must be available for the internship during the summer months. Internships can range from 2-4 weeks.

Responsibilities of the University or College

- Approval of participation
 - Travel Arrangements to the job site
 - Completion of volunteer service agreement
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Responsibilities of FAS

- Training experience
 - Collaboration
 - Housing
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The Selection Process

How Faculty Interns are Selected

The Intern Coordinators' Office receives all applications and reviews them to ensure that they are complete and that applicants meet the eligibility criteria. Applications will be evaluated by a panel of FAS managers based on the projected goal of learning experience and the application materials.

Faculty Internship Application Instructions

Assembling Application Package

Your application package should be arranged in the following order:

<i>Item A</i>	<i>Documents</i>
	<ul style="list-style-type: none">• Signed copy of Volunteer Agreement• SF-256, Self Identification of Handicap• SF-181, Race and National Origin Identification• Resume

<i>Item B</i>	<i>Statement of Interest</i>
	Include a one page Statement of Interest that describes your goals and motivation for seeking this internship.

Submission of Applications

Where to Send Your Package

- A completed application package, including all attachments and required copies, must be postmarked, or hand delivered by the appropriate deadline. Faxes will not be accepted.
 - All applications must be submitted to:
Attn: Faculty Internship Program
Foreign Agricultural Service, Civil Rights Staff
1400 Independence Ave., SW, Room 6508-S
Washington, DC 20250-1008
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Fact Sheet

FOREIGN AGRICULTURAL SERVICE, FACULTY INTERNSHIP PROGRAM

To increase the flow of information and outreach to minority serving higher-education institutions who prepare future potential employees for international agricultural related activities and industries. To provide an international agricultural experience to faculty that will assist them in providing guidance to students.

Who Can Apply?

- You must be a U.S. Citizen
- Currently serving as a faculty member of an institution of higher education
- Have the approval of the college or university

Classification and Qualifications

- Level of work will be determined by the review of work experience and education.

Work Schedule

- Based upon work plan

Benefits

- Salary paid by college or university or if funds are available, paid by FAS through reimbursement to the college or university.
- Absences from work will be handled on a case-by-case basis.

Training

- Provided to perform duties.

For more information:

- Submit application to Intern Coordinator, U. S. Department of Agriculture, Foreign Agriculture Service, 1400 Independence Ave., SW, Rm. 6508-S, Washington, DC 20250-1008 between December 15 – April 15 each year.
- Contact Mae Johnson on 202/720-7233, fax 202/720-2658 or e-mail Connie.Simpson@fas.usda.gov.

**FACULTY VOLUNTEER PROGRAM AGREEMENT BETWEEN
THE FOREIGN AGRICULTURAL SERVICE (FAS)
U.S. DEPARTMENT OF AGRICULTURE
AND**

(Educational Institution)

This agreement is for the purpose of setting conditions for the acceptance of faculty in a non-pay status for educationally-related work assignments in compliance with the provisions of 5 U.S.C. 3111.

The following conditions apply to this agreement:

1. *Participant must be a faculty member who works not less than half-time at the institution.*
2. Volunteer service is with the permission of the institution in which the faculty is enrolled.
3. Service under this Agreement will not be compensated by the Agency. Housing may be provided.
4. Volunteer service should be in accordance with appropriated Federal, State, and local regulations.
5. Faculty Interns will not be used to displace any employee.
6. Faculty Interns are not considered to be Federal employees for any purpose other than the following:
 - a. Compensation for injuries sustained during the performance of work assignments in accordance with provision of 5 U.S.C. Chapter 81.
 - b. Federal Tort Claims provisions of 28 U.S.C. 2671 through 2680.
7. The agency agrees to provide attendance and performance records to the institutions as reasonably required in order for the experience to be properly credited.
8. The institution agrees to refer Faculty Interns without regard to race, creed, color, age, sex, physical handicap, or other non-merit factors.
9. The Agency agrees to endeavor to make the assignment beneficial to the academic aims of the faculty and the institution.

Signature of Applicant

Date

Signature of Education Institution
Representative

Date

Signature of FAS Representative

Date

Signature of Human Resources
FSA Representative

Date